

## **Director of Governance and Administration, Department of Children's Services, Office of Information Technology**

**SUMMARY:** The Director of Governance and Administration, Department of Children's Services, (DCS), Office of Information Technology is responsible for the leadership of the Governance and Administrative Team of 5 employees including analysts and IT Business administration staff. This position reports to the Agency Chief Information Officer. The Director oversees the monitoring of OIT budget and financial expenditures, DCS web presence, quality analyst, OIT administrative reporting, and procurement and OIT Human Resources activities. The Director provides direct support to the Agency CIO and other OIT Directors.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for team of five employees including analysts, webmasters, it business management staff.
- Works with internal OIT customers in response to request by OIT Directors for expenditures and budget comparisons, website enhancements and maintenance, procurements, OIT management reports, Human Resource support, external customers such as vendors and Agency units such as DCS Fiscal.
- Completes federal reporting requirements for the Advanced Planning Document Update (APD) ensuring accurate, timely reports meet Federal requirements.
- Communicates project progress to DCS OIT team and Executive Management, including the Management Advisory Council, MAC.
- Keeps abreast of changes in Federal reporting, Administration of Child and Families (ACF) requirements and executes changes in APD reporting to comply.
- Participates in OIT Executive team providing policy and procedures guidance; and leads the OIT initiative in ensuring policies are monitored and updated annually.
- Provides team leadership with various human resources management accountabilities. such as:
  - Hiring team members and managing team member requirements in line with project activities.
  - Setting annual performance targets for staff and conducting performance reviews. Providing on-going motivation, coaching, guidance, feedback, and mentoring support to the team.
  - Managing the workload of staff coordinating and conducting quality reviews of work performed.

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**EDUCATION / EXPERIENCE:**

A bachelor's degree from an accredited college or university in Business Administration and 5 years' experience in Child Welfare Systems Development and a combination of the following: Child Welfare Systems management, development, support, five years Government Fiscal experience, five years' experience at the Director level. Essential technical experience: Accounting, State procurement processes, Microsoft products, Service now, Edison.

**SKILLS:**

This position requires:

- Dedication and commitment to customer focused delivery of service to internal and external customers with a proven track record of success.
- Familiarity with Child Welfare practices and system requirements.
- Team leadership experience along with juggling multiple goals, changing priorities and deadlines;
- Ability to build a strong network and relationships at all levels of the organization;
- Ability to identify current or future problems or opportunities, then analyze, synthesize, and compare information to understand issues and cause/effect relationships.

**All interested candidates should submit a cover letter and resume to:**

[DCS.OIT\\_Talent\\_Management@tn.gov](mailto:DCS.OIT_Talent_Management@tn.gov)

<http://agency.governmentjobs.com/tennessee>

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